

A useful resource for working with communities can be found at the following Web site
COMMUNITY TOOL BOX-- <http://ctb.lsi.ukans.edu/ctb/>.

STEP 3

DETERMINE STAFFING NEEDS AND TRAINING

The staffing of a dental sealant program depends upon the size of the targeted population , the availability of dental professionals and funding resources.

Staffing needs include:

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| Dentist: | Under the Washington Administrative Code (WAC) a dentist must (assess) screen and evaluate participants to determine which teeth will benefit from sealants |
| Dental Hygienist: | The WAC (246-817-550) allows dental hygienists to place sealants under the general supervision of a dentist. |
| Dental Assistant: | The WAC (246-817-520) allows a dental assistant to apply sealants under the close supervision of a dentist. Dental assistants may assist dental hygienists in the application of sealants. |
| On-site Coordinator: | An on-site coordinator can ensure the most efficient use of time with minimal disruption to the school. |
| Administration: | Scheduling, handling equipment and supplies and billing can be handled by administrative support staff. |
| Contractor: | A sealant program may be implemented through a contract with community providers. The same standards must be followed. |

SEALANT APPLICATION

The most cost efficient configuration of staff is a dental hygienist/dental assistant team applying sealants using four-handed technique under the general supervision of a dentist. Newly developed teams can place sealants on 10-15 children in a school day. Experienced teams may be able to place sealants on 15 - 18 children per day. Staff must wear appropriate identification on-site. Follow school requests if staff members are asked to wear VISITOR badges. See step 8 for a standardized protocol for sealant application technique.



TRAINING FOR ALL STAFF

Infection Control/Medical Records

Training must be provided for sealant program staff on a regular basis to comply with WISHA/OSHA requirements regarding infection control (WAC 246-817-601 through 246-817-630) and Chapter 70.02 RCW (Revised Code of Washington) for Medical Records. Licensed personnel must provide a valid copy of their practice license and documentation of CPR certification. This documentation of staff licenses, WISHA training, confidentiality training and immunization records can be kept in a central location with written personnel policies. Details concerning infection control in a portable environment FOLLOW THIS STEP.

Use and Maintenance of Equipment

Familiarize all staff members with the use and maintenance of the portable dental equipment. Read all instruction and repair manuals. Develop maintenance schedules and follow them. Keep the telephone numbers of manufacturers easily accessible in case problems arise. Manufacturers can be very supportive with providing technical assistance to repair equipment over the telephone. If sealant staff or the manufacturer cannot correct the problem, a local dental equipment supplier may be able to help. Programs make a variety of arrangements for transporting equipment, ranging from staff using their own vehicles to having the sealant personnel use agency owned vans.

Record Keeping

Train all staff members in the use of forms for recording data. Each member of a sealant team must be able to record all necessary data accurately. The uniformity of data collected is imperative for valid data analysis. Perform a mock clinic to assure all staff are familiar with all data collection elements.


STAFF SPECIFIC TRAINING

Dentist:

Train Dentists as a part of the sealant team. Dentists who understand and are familiar with the screening criteria will be able to screen children quickly. To calibrate examiners review all written criteria for tooth selection and assessment. The videotape entitled, Assessment of Children for Community Based Sealant Programs, Washington State Department of Health, can be used as a guide for training in assessment, screening and selection of children in public health programs. The order form for this video FOLLOWS THIS STEP.

Dental Hygienist:

In most programs, a dental hygienist will be providing sealants. Assure that they can place quality sealants. Training in the application of the selected sealant materials must be done. For new sealant programs, dental hygiene schools or pediatric dentists may be good resources for staff training. Staff will benefit from reviewing and training in four-handed dentistry. This will increase the efficiency of the program. The observation an experienced dental



hygienist/assistant team applying sealants can be used as a training exercise. A list of sealant programs in Washington State FOLLOWS THIS STEP.

Dental Assistants: Train dental assistants for the role they will play in your program. If a dentist remains on site, assistants may place sealants. Assure they can place quality sealants. If dental assistants are assisting hygienists in the placement of sealants, their role may be to organize a system of maintaining and storing supplies, assuring and implementing infection control and processing paperwork (consent forms, charts, and letters to parents).

Contractors: When a local health jurisdiction has chosen to use a contractor to implement the program, a Request for Proposal (RFP) or a contract for services may be requested from interested providers such as dentists, hygienists, or dental clinics. The Quality Assurance Review in these guidelines can be used for contract development. Contracts must be on file in the LHJ and accessible to the State of Washington Department of Health. To assure the quality of the program is maintained, contractors must follow all policies, protocols and procedures. Unscheduled visits to school sites should be conducted periodically. The Quality Assurance Review should be conducted at least twice during the year, mid -program and yearend. New contractors should be reviewed more frequently including chart review of at least 10 randomly selected charts. Additionally, proof of the following information should be required of contractors and maintained by them:

- Written Policies, Procedures and Protocols
- Written Personnel policies
- Credential check of licensed staff
- Training plan
- Trade name and batch number of sealant material and application protocol
- Demonstration of capability to provide required state data
- Financial agreement
- Staff turnover rates
- Demonstration of reliable quality equipment
- Demonstration of capability of adhering to Quality Assurance Guidelines
- Written plan to accomplish the goals set by the local health jurisdiction
- References

Please note: This document does not have any appendices.
Please contact Ethel Steinmetz at
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if you want to obtain these materials.